

FILED: Records

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK
ENDING - 3 December 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	4.2	2.3	199.
Maps	0	0	48.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	4.2	2.3	376.8
B. (Measured by actual count)			
Cards (IBM)	29,596	44,295	4,075,673
Film Reels 35mm	12	28	5,726
Film Reels 16mm	3	0	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo	1
* OSI	1
* DD/P	31
	33

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb 1952)	
B. Number of Offices with Established Schedule	11
C. Number of Offices in Which Schedules Are to be Established	8
D. Offices Depositing This Week	13
E. Offices Delinquent in Depositing	1
Director's Office - Date of last deposit 24 Feb 1954	

* Material not accessible to Repository personnel.

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